

Classification

REPORTS INVENTORY

CONTROL NO

PREPARE IN DUPLICATE

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120006-8

SD 100.23

1. TITLE OF REPORT (if a fill-in report include Form No.)

Supply Division Weekly Report

2. TYPE
OF
REPORT

STATISTICAL

☒ NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

☒ LOGISTICS

MEDICAL

TRAINING

SECURITY

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

1

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Weekly

6. DISTRIBUTION (No. of components not
number of copies)

1

7. FORMAT (memorandum, form
computer print-out, etc)

Memorandum

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Chief, Supply Division

10. PREPARING COMPONENT (include lowest level
contributing information to report)

OL/SD/SMB/GMMS

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS=13	8.06	1		8.06	24		193.44

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

193.44

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.Required in order to provide information and a record of significant
weekly activities.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒

RETAIN AS IS

☐ OTHER (explain)☐ CHANGE☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

5 Oct 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

STAT

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(22-36-43)